

Operational Guidelines for Activity Parking on the Capitol Grounds

Applies to: Anyone requiring reserved parking for a permitted activity at the Capitol Campus.

Authorizing sources:

Federal law - Constitution 1st Amendment

State rule - [Chapter 200-200 WAC State capitol grounds traffic and parking regulations](#)

State rule – [Chapter 200-200 WAC Use of the Public areas of the capitol buildings and grounds](#)

State rule - [Chapter 296-800 WAC Safety and health core rules](#)

Information contact: Public Space and Services Manager, Campus Safety and Visitor Services

Effective date: January 7, 2013

Last update: June 27, 2018

Sunset review date: June 14, 2019

Approved by: Chris Liu, Director

Reason for Policy

The purpose of these guidelines is to provide for the safety and protection of facilities and people.

These guidelines are in addition to the rules and other requirements governing activities at the capitol building and grounds (Capitol Campus).

Policy Statement

Visitor Services shall coordinate parking for permitted activities at the Capitol Campus.

Policy

A. You may reserve parking in advance of your permitted activity.

1.) Reserved parking may be available for vehicles at the following locations:

- North and South Diagonals
- Professional Arts Building
- Enterprise Services Parking Garage Upper Level
- Visitor parking at the west side of the Enterprise Services Building
- Visitor parking at the Maple Park lot.
- Visitor parking at the Natural Resources Building P1 lot

2.) Requests for reserved parking will be considered on a first come first serve basis.

3.) You must submit your reserved parking request at least five full working days prior to your activity, regardless of when you submit your permit application for your activity.

- 4.) To learn more about reserved parking and related services, read our operational guidance for scheduling support services for activities on the capitol buildings and grounds.
- B. [Payment for your permits and other charges must be received in advance of your activity.](#)
Upon approval of your activity, we will charge you based on our published rate tables. See our Campus Use Rate Table for more information.
- C. [Activity parking is subject to certain requirements.](#)
- 1.) We may provide you with specific parking requirements for your permitted activity.
 - 2.) Buses will unload at the Winged Victory Memorial circle for major events, unless otherwise directed, and then proceed to your designated bus parking areas.

Procedures

Procedure: [Permitting Use of the Capitol Buildings and Grounds](#)

Forms/Instructions

Instructions: [Scheduling support services for activities on the capitol buildings and grounds](#)

Forms: [Online Permit Application](#)

Related Information

The following is not policy content, but provided for additional context:

Schedule: [Campus Use Rate Schedule](#)

History

Amended

June 27, 2018: transitioned to an accessible format

March 18, 2015: Transitioned to current policy template and updated hyperlinks

January 7, 2013: Transitioned policy form the Department of General Administration to the Department of Enterprise Services. Updated hyperlinks.

Supersedes:

Department of General Administration policies and related documents

Original effective date:

January 7, 2013

Need a copy of a prior version of this policy? E-mail jack.zeigler@des.wa.gov